



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
OFFSET PRESS OPERATOR IV	30	H	9.711
OFFSET PRESS OPERATOR III	29	H	9.715
OFFSET PRESS OPERATOR II	28	H	9.716
OFFSET PRESS OPERATOR I	27	H	9.721

SERIES CONCEPT

Incumbents in this series are assigned to a centralized facility which provides printing and bindery services to a major agency or multiple agencies and are responsible for supervising and/or preparing plates for offset printing; operating medium and large offset presses to prepare printed materials; and performing related duties as required.

Schedules and sets up for printing jobs by reviewing the work order to determine the job requirements such as quantity, paper size, ink color, bindery requirements, and production deadline. Custom blends ink color if necessary. May price out the work order by consulting an established price chart and performing calculations based on the printing requirements indicated on the work order.

Produces plates for press operations which includes: operating the process camera to produce negatives by programming the exposure time in accordance with the type of shot (e.g., line shot, reverses, halftone screens); operating the graphics modifier to create chokes, spreads, shading, outlining, and special effects; processing the film; compiling negatives on masking sheets; exposing and processing the plates at a predetermined time and processor speed.

Operates medium (25" - 29", e.g., Solna Four Color 18¼" x 25") and large (29" or greater, e.g., Heidelberg SORMZ Two Color 20½" x 28 1/8") multi-color offset presses to produce single work and multi-color process work. This includes loading the press with the appropriate size and type of paper; adjusting the feeding, inking, and water control mechanisms to accommodate each job; mounting the plates onto the press and aligning within .001 inch tolerance the multiple images that are being printed at one time; monitoring the Ph and electrical conductivity of the fountain solution to ensure proper transfer, wetting and drying characteristics; controlling and monitoring the high voltage infrared drying system to ensure the ink will set properly on the printed substrate.

Assembles and binds printed materials in accordance with the work order by setting up and operating various bindery equipment such as collators, drills, stitchers, and binding machines.

Services and repairs the press to maintain equipment in proper working order. This includes: cleaning and lubricating the equipment; changing the adjusting roller covers and cylinder blankets; and adjusting roller and cylinder pressures.

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CLASS CONCEPTS

OFFSET PRESS OPERATOR IV

Under general supervision of a printing manager, incumbents perform the range of duties described in the series concept and are responsible for communicating with clients regarding printing requests; monitoring the duplicating, printing, and bindery operations to ensure projects are completed by the production deadline; reviewing the quality of finished products; ordering materials and supplies; and providing lead work supervision to crew consisting of offset press operators, offset machine operators and bindery workers. Lead work supervision includes providing training; assigning and reviewing work; and providing input for performance evaluations. This is the supervisory class of the series.

OFFSET PRESS OPERATOR III

Under general supervision of a higher level offset press operator, reprographics supervisor, or printing manager, incumbents perform the range of duties described in the series concept, and typically spend at least 20% of their time producing high quality four color process work such as brochures and catalogs. Incumbents may also perform related process camera work, stripping work, and plate making duties.

This class is distinguished from Offset Press Operator II by the complexity of assignments and skill required to produce high quality four color process work using large offset press equipment.

This is the advanced journey level class in the series.

OFFSET PRESS OPERATOR II

Under general supervision of a higher level offset press operator, reprographics supervisor, or printing manager, incumbents perform the range of duties described in the series concept.

This is the journey level class in the series.

OFFSET PRESS OPERATOR I

Under direct supervision, incumbents receive training in the duties described in the series concept in preparation for advancement to the next level in the series.

This is the entry level class in the series.

MINIMUM QUALIFICATIONS

OFFSET PRESS OPERATOR IV

EDUCATION AND EXPERIENCE:

I

One year of experience operating camera and plate processing equipment to include producing high quality four color work such as brochures and catalogs equivalent to a Offset Press Operator III in Nevada State service; OR

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MINIMUM QUALIFICATIONS (cont.)

EDUCATION AND EXPERIENCE: (cont.)

II

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

SPECIAL NOTE:

Work is performed in a noisy environment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of state and agency policies and procedures regarding personnel and purchasing. General knowledge of the organization and functions of various sections of the agency.

Ability to train and supervise staff including assigning and reviewing work. Ability to adapt procedures or methods to accommodate new or unusual circumstances.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to estimate the quantity of materials and supplies required for the work unit. Ability to communicate effectively with clients regarding printing requests and deadlines. Ability to schedule and monitor production activities for the work unit to ensure projects are completed in a timely manner. Ability to inspect finished materials and determine compliance with the quality standards of the work unit.

In addition, all knowledge, skills and abilities required at the lower levels of this series.

OFFSET PRESS OPERATOR III

EDUCATION AND EXPERIENCE:

I

Two years of experience equivalent to an Offset Press Operator II in Nevada State service which included experience operating camera and plate processing equipment; OR

II

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

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MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of process color printing.

Skill in producing four color separations, halftone separations, and process prints for multi-color printing. Skill in making stats and veloxes. Skill in stripping four color negatives. Skill in registering step and repeat flats. Skill in cutting color, film tints, and window masks.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Skill in operating medium and large multi-color offset presses to produce high quality four color process work.

In addition, all knowledge, skills and abilities required at the lower levels of this series.

OFFSET PRESS OPERATOR II

EDUCATION AND EXPERIENCE:

I

One year of experience preparing plates for offset printing and operating offset presses equivalent to an Offset Press Operator I in Nevada State service; OR

II

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

SPECIAL NOTE:

Work is performed in a noisy environment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the methods, materials and equipment used in offset press operations. Working knowledge of process color separations. Working knowledge of the policies and procedures of the assigned work unit.

Skill in operating medium and large offset presses to produce high quality two color process work. Skill in detecting problems with equipment, alignment, ink, or solutions which result in imperfections in the final product.

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MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the quality and characteristics of various inks and paper stock.

Skill in using electrical and mechanical measuring devices. Skill in maintaining, adjusting, and repairing medium and large offset presses.

In addition, all knowledge, skills and abilities required at the lower levels of this series.

OFFSET PRESS OPERATOR I

EDUCATION AND EXPERIENCE:

I

Two years of journey level experience which included responsibility for photographing copy, layout work, stripping negatives, platemaking, and operating offset duplicating machines; OR

II

Two years as an Offset Machine Operator II in Nevada State service; OR

III

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

SPECIAL NOTE:

Work is performed in a noisy environment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of the policies and procedures of the assigned work unit. General knowledge of the methods, materials and equipment used in offset press operations.

Ability to establish and maintain cooperative working relationships with co-workers and agency staff. Ability to establish priorities and complete assignments within production deadlines.

Skill in operating medium and large offset presses to produce single color work.

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MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the methods, materials, and equipment used in offset duplicating and bindery work. Working knowledge of the methods, materials and equipment used in process camera work and platemaking. Working knowledge of printing terminology. Working knowledge of safety hazards and safe working procedures.

Ability to produce quality multi-color work on an offset duplicating machine. Ability to match colors, mix ink, and apply the appropriate ink and fountain solution. Ability to read sufficient to read printing requests, copy submitted by clients, and equipment service manuals. Ability to write sufficient to prepare printing service records and billing records. Ability to understand and follow oral and written instructions. Ability to communicate effectively with co-workers and agency staff. Ability to add, subtract, multiply and divide whole numbers, fractions, and decimals to set up printing and bindery jobs and perform layout work.

Skill in opaquing and aligning negatives on layout sheets. Skill in printing a variety of paper stock. Skill in safely operating, adjusting and maintaining offset duplicating machines, bindery equipment, cameras, and plate developers. Skill in performing basic composition and layout work.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.711</u> 7/1/91P 11/29/90PC	<u>9.715</u> 7/1/91P 11/29/90PC	<u>9.716</u> 7/1/91P 11/29/90PC	<u>9.721</u> 7/1/91P 11/29/90PC
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